



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 51-2012

**OPEN TO:** All Interested Candidates  
**POSITION:** Laborer, FSN-1\*; FP-DD \*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** September 6, 2012  
**CLOSING DATE:** September 20, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 431,007 \* (Grade 01)

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Laborer in the Facilities and Maintenance Section.

**BASIC FUNCTION OF POSITION**

Working alone or as member of labor force, performs various kinds of unskilled manual tasks, but not limited to the following. Remove refuse and debris from grounds and working areas of Embassy grounds and official residence. Uses hand truck, wheel barrels, shovels, brooms and simple hand tools in assigned tasks.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of elementary school is required.
- 2. Prior work experience:** Six months to one year of laboring experience required.
- 3. Language Proficiency:** Level I English, Level II French are required.

**4 Other Skills and abilities:** Must be able to perform arduous physical work, alone or in a group, frequently under pressure.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

### **TO APPLY**

*Interested applicants for this position must submit: (1) and (2) below:*

1. Preliminary Documentation
  - Embassy application form (usually the Application for Employment DS-174, available at the HR Office) or a current resume or curriculum vitae that provides the same information as a DS-174.
  - Letter of Interest. You must attach to the letter:
    - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
    - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
  - Copies of relevant diplomas or degrees (as required) by the position.
  - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.
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**CLOSING DATE FOR THIS POSITION: September 20, 2012**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin,

age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Laborer, Vacancy Announcement #51-2012

Point of Contact: Human Resources Office

Fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**